

TEXAS HISTORICAL COMMISSION

Preservation Scholar Projects 2020

On the application, you will select the top three projects on which you wish to work during your internship. Projects on this list are sorted by the divisions within the Texas Historical Commission. Please review the hyperlinked **Agency Division**, as well as the project descriptions.

Agency Division: **Archeology**

Location: Austin, TX

The Texas Historical Commission's (THC) Archeology Division works to identify, protect, and preserve Texas' irreplaceable archeological heritage. Using a regional approach, archeologists and staff participate in a variety of activities to support this mission. The division is made up of these programs and projects:

- [State Archeology Program](#)
- [Marine Archeology Program](#)
- [State and Federal Review](#)
- [Historical Designations](#)
- [The Texas Historic Sites Atlas](#)
- [Staff Archeologists](#)

Internship Projects available:

- **Texas Archeological Sites Atlas Internship** - This internship will assist Archeology and GIS staff with a major update to the Texas Archeological Sites Atlas. The Atlas is a long-standing WebGIS platform that is critical for researchers and federal, state, and private cultural resource management professionals who are working in the Texas. The internship will provide the opportunity to learn ArcPro, a new geospatial management platform used in a variety of industries, from the basics, while also becoming familiar with the types of archeological data available for regulatory, preservation and research contexts.
 - Basic Skills required: General working knowledge of Microsoft Office (Word, Excel) is required. The intern will be trained on other required software as part of the internship.
 - Level of Education: Undergraduate or Graduate Student
 - Degrees sought: Any
- **Curatorial Facility Certification Program and Collections Management Assistant** - The internship involves working closely with the AD collections manager and curatorial facilities certification program coordinator to assist in developing a database of state-associated archeological collections and web content showcasing the certified facilities and their collections. In addition, this person will assist with curatorial tasks with the Archeology Division collections as needed.
 - Basic Skills required: None required, but a familiarity with database and web design application a plus.
 - Level of Education: Undergraduate or Graduate Student
 - Degrees sought: History, Anthropology, Library Sciences, Museum Studies, Accounting, Art

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- **La Salle Odyssey Collections Management Internship** - The internship involves working closely with the Division Director and State Marine Archeologist to process and prepare for final curation artifacts recovered from the excavation of the 1686 wreck site of the French explorer La Salle's ship, La Belle and the site of Fort St. Louis/Presidio La Bahia. Work will be conducted primarily in a lab environment and expose the intern to a wide variety of archaeological techniques for documentation, analysis, conservation, and curation of records and collections.
 - Basic Skills required: None required, but a familiarity with database and web design applications a plus.
 - Level of Education: Undergraduate or Graduate Student
 - Degrees sought: Any
- **San Felipe de Austin Curation Internship** - The internship involves working closely with Archeology Division staff and the collections manager to process and curate archeological artifacts and records generated from excavation at the THC's historic site of San Felipe de Austin, the location of Stephen F. Austin's 1823 colony on the Brazos River. Work will be conducted primarily in a lab environment and expose the intern to a wide variety of archaeological techniques for documentation and curation of records and collections.
 - Basic Skills required: None
 - Level of Education: Undergraduate or Graduate Student
 - Degrees sought: Any
- **Texas Archeological Predictive Modeling Internship** – This internship will assist Archeology and GIS staff with developing a WebGIS environment to help researchers and cultural resource management professionals predict the locations of unrecorded archeological sites. The intern will have the opportunity to learn new functionalities in Portal for ArcGIS and the Archeological Sites Atlas while preparing environmental data for use as base layers and model inputs. The project will culminate with the production of a Web-based GIS model of a region of Texas that predicts archeological locations and a user-guide for other archeologists to use.
 - Basic Skills required: General working knowledge of Microsoft Office (Word, Excel) is required. The intern will be trained on other required software as part of the internship.
 - Level of Education: The project tasks can be suited to either Undergraduate or Graduate students. No prior knowledge is necessary, but specific goals can be tailored to experience.
 - Degrees sought: Any
- **Underwater Archeology Program Assistant** – Work within the Marine Archeology Program in the Archeology Division to continue development of a database of significant remote-sensing targets that have been recommended for avoidance as potential shipwreck sites. This project is the basis for creating an ArcGIS file to be included as a layer in the Texas Archeological Sites Atlas. This will be a pivotal tool for both the agency and archeological contractors. Work will encompass imputing target coordinates and other information from cultural resource management reports and examinations of magnetometer contour maps. The internship will include an

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introduction to the basics of underwater remote-sensing data interpretation and the opportunity to assist with other records and artifact collection management tasks.

- Basic Skills required: Familiarity with Microsoft Office and ArcGIS a plus.
- Level of Education: Undergraduate or Graduate Student
- Degrees sought: Any

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Agency Division/Site: Architecture

Location: Austin, TX

This division works to preserve and protect Texas' diverse architectural heritage. Staff members provide design and rehabilitation advice to assist with preserving properties that span the state's rich history, from majestic historic county courthouses and commercial buildings to Spanish missions and simple log cabins.

- [Courthouses](#)
- [Federal and State Tax Credits](#)
- [State and Federal Project Review](#) (including Section 106 of the National Historic Preservation Act, State Antiquities Landmarks and Recorded Texas Historic Landmarks, and Preservation Covenants and Easements)
- [Disaster Relief](#)
- [Historic Buildings and Properties](#)

Internship Projects available:

- **Courthouse Architectural Research Intern** – The intern would be working with staff in the Division of Architecture to research the designs of historic courthouses. Using approximately 140 approved courthouse preservation master plans, the intern would identify all the character-defining historic features and finishes of the subject historic courthouses. For each building, a consistent architectural narrative would be created for use in program information and easement descriptions. The raw data would be inserted into an Excel or other database. The database could be used for future research, for example the prevalence of terrazzo floors in 1920-1930 courthouses, or those built by a specific architect, where Mosler vaults can be found, etc. This project would result in a valuable catalogue of architectural data that can help inform future courthouse restorations. The intern would work independently from approved master plans and restoration completion reports but may also interview architects and architectural conservators as well as access files on the courthouse server.
 - Basic Skills Required: Preferred that the successful applicant have good writing skills; knowledge of historic building materials and assembly methods; skill in interpreting architectural plans and specifications; ability to explain complex technical issues in clear and concise manner through written and verbal communications; and a working knowledge of Microsoft Office 2010.
 - Level of Education: Undergraduate or Graduate Student
 - Degrees Sought: Any
- **Records Management Organization/Guidance** - This project provides the student with the opportunity to guide the organization of both digital and paper project files within the division to give us a roadmap of best practices for the future. Beginning with cataloging the types of records maintained by the division, the student would then work with each program to understand how records may be more efficiently used and stored. While there may be some physical reorganization of books and paper files, the goal is to provide the division with an advisor to help guide the future of records management.
 - Basic Skills Required: Advanced knowledge of information organizational systems.
 - Level of Education: Undergraduate or Graduate Student
 - Degrees Sought: Information Studies

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- **Preservation Easement Management and Monitoring** - The Texas Historical Commission has engaged a professional firm to make recommendations for improvements to the agency's historic preservation easement program. The internship will assist in completing recommended staff follow up outside the scope of the contracted services. This may include file research to assemble baseline documentation, adding or enhancing database records, and attending Austin-area easement monitoring site visits to assess current conditions and easement compliance. The internship represents a unique opportunity to learn about easement best practices and assist in their implementation alongside agency staff.
 - Basic Skills Required: Writing skills, architectural photography and documentation, research and organizational skills
 - Level of Education: Graduate
 - Degrees Sought: Historic Preservation, Architecture, Library and Archival Studies

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Agency Division/Site: Community Heritage Development **Location:** Austin, TX

This division works in partnership with communities and regions to revitalize historic areas, stimulate tourism, and encourage economic development through the use of preservation strategies.

- [The Texas Main Street Program](#)
- [Heritage Tourism](#)
- [Texas Heritage Trails Program](#)
- [Certified Local Government Program](#)
- Education and Outreach
- [Economic Impact Study](#)

Internship Projects available:

- **Preservation Bootcamp Development Support** - This project is to help design and layout the online Historic Preservation Officer (HPO) Bootcamp course. The selected student will assist the Certified Local Government Program and Main Street staff compile, organize, and layout content on the Texas Historical Commission's (THC) website related to the HPO Bootcamp course. The selected student will not be responsible for developing content for the course. Course material will include recorded webinars, videos, and handouts. Often people fill the role of a local historic preservation officer without formal training nor professional experience. The HPO Bootcamp is designed to teach the basic concepts of preservation for practical use in an HPO position. The project will provide easily accessible training materials about basic preservation principles and practices at the local level. Ideally the online courses would be used to develop an annual 'live' HPO training.
 - Basic Skills Required: MS Office, basic written language skills, basic computer skills, working knowledge of website development (Drupal) experience helpful but not required.
 - Level of Education: Undergraduate or Graduate Student
 - Degrees Sought: Any
- **Economic Impact Research** - This project involves gathering data towards an economic impact study for the Texas Historic Preservation Tax Credit program as well as research to evaluate the impacts of historic lodging on economic development and the travel industry. A private consulting firm will use the data collected to provide a report demonstrating the impacts of certified historic tax credit projects on the local and state economies. Data gathering will include: communicating with the private consultants to understand the type of data needed; determining what information exists in our database and what must still be gathered; creating a survey to send to project applicants and owners to obtain additional information; conducting follow-ups via email or phone to answer questions related to the survey and to ensure that we solicit as many complete responses as possible, and transmitting information to the private consultants. The consultant's work will likely be completed after the end of the internship. The student will identify properties statewide that provide guest lodging in historic buildings; research and analyze their characteristics and economic impacts including tax receipts and property values. The student will also design methods for presenting the data and analysis that is useful to historic preservation, tourism development, and heritage tourism promotion.
 - Basic Skills Required: Working with existing Excel and Access tools to gather and assess information, creating a survey form in Google or similar (this is generally easily learned),

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a basic understanding of economic development principals, professional communication skills via email and telephone. The ability to recognize and identify historic-age buildings and to research tax records and appraisal district information online will be helpful in the historic lodging analysis.

- Level of Education: Graduate Student
 - Degrees Sought: This project is probably most interesting to a student studying preservation, real estate, economic development or business-related fields, although a savvy and passionate student from a different background would likely also be successful.
- **Texas Treasure Businesses Program Internship** - The Texas Treasure Business Award Program recognizes the accomplishments of Texas businesses that have provided employment opportunities and support to the state's economy for at least 50 years. Little has been done to highlight award winners in the travel, tourism, and hospitality industry. We would like to help tell the stories of these businesses, thereby encouraging people to visit them when they are traveling throughout the state. The project would be to research previous winners in the travel, tourism, and hospitality industry to identify stories appealing to travelers. After stories are identified, the next step is to develop messaging to highlight these stories in a compelling way for use on heritage tourism websites, blogs, newsletters, and other forms of outreach and communication. We hope to develop 10 stories to kick off this project.
 - Basic Skills Required: Recommended skills include the following: strong written and oral communication skills, interview skills, internet research.
 - Level of Education: Undergraduate or Graduate Student
 - Degrees Sought: Students with a background in history, economic development, business, communication, or hospitality/tourism would be best suited for this project.
- **Utilizing Tools for Main Street Design and Economic Development, Project #1** - As a means of furthering the implementation of the new Community Transformation Strategy model that is being rolled out to local programs by the national Main Street office and the state coordinating program (Texas Main Street), this internship project include working with the Texas Main Street economic development specialist to develop marketplace profiles and identify areas of opportunity for preservation-based economic development in a local Main Street community. The intern will take this information and work with the Texas Main Street design team to develop a schematic, rendering, and/or technical report for a revitalization project that has been identified as one that has the potential to address the identified economic/marketplace opportunity.
 - Basic Skills Required: Architecture/preservation, with community and regional planning interests/studies.
 - Level of Education: Undergraduate or Graduate Student
 - Degrees Sought: Preservation, Architecture, Economic Development, Community Planning.
- **Texas Main Street Design, Project #2** - This internship project will allow the student to work directly with the Texas Main Street design staff and to assist in providing direct design services to one or more of Texas' 90 designated Main Street communities and property owners in those districts. The intern will assist the team in working through requested services in the design project queue under the protocols established by the program for accepting requests: catalytic project for the historic Main Street district; funded project or one being prepped for

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local design review; emergency; maintenance; or for a new/incoming Main Street community. Design work may vary in scale and duration.

- Basic Skills Required: Design, drawing, computer (i.e. Sketch Up, Photoshop), basic architecture, preservation (not necessary but helpful).
- Level of Education: Undergraduate or Graduate Student
- Degrees Sought: Architecture only, or architecture with Historic Preservation (preferred).

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Agency Division/Site: **History Programs**

Location: Austin, TX

This division works with citizens, county historical commissions, museums, cemetery associations, local governments, state and federal agencies, and other interested parties to identify, evaluate, and interpret the historic and cultural resources of Texas. The Division includes these projects and programs:

- [State Historical Marker Program](#)
- [National Register of Historic Places](#)
- [Historic Cemetery Preservation](#)
- [County Historical Commission Outreach](#)
- [Museum Services](#)
- Public Project and Tax Credit Reviews
- [Military History Program](#)
- [Historic Resources Survey](#)
- [Historic Texas Highways](#)

Internship Projects available:

- **Historical Marker Writer & Researcher** - Intern will research and write historical marker topics, some selected through the Undertold Marker Program. Intern may complete other tasks as needed, such as database work, editing, digitizing and managing marker files, assisting with training and workshops, conducting site visits, and other special projects.
 - Basic Skills required: Excellent research, writing and communication skills; ability to analyze and condense text; knowledge of online and in-person research sources and methods.
 - Level of Education: Undergraduate or Graduate Student
 - Degrees sought: Any
- **African-American Travel Guide Research and Mapping Project** – In-depth research on forty communities across Texas for the historic resources listed in African-American travel guides (Green Book, Bronze American, GO Guide, etc.) during the modern Jim Crow era. Research to look for any articles, city directories, postcards, photographs, advertisements, Sanborn maps, etc. in order to create a visually interesting poster for each community. Data entry into Excel spreadsheet for listed resources in order to compile information for a future interactive online map to educate the public about this overlooked part of American history.
 - Basic Skills required: Online historical research skills, Microsoft Excel and graphic design (i.e. Adobe Photoshop or similar) for creating digital posters.
 - Level of Education: Graduate Student
 - Degrees sought: History, Library Sciences, Preservation, Architectural History, African-American Studies.
- **Quick-Reference Guides for Museum Webinars** - Museum Services has a library of over 30 recorded webinars on a variety of topics related to museum work. The intern will create one-page reference guides to serve as a companion to the webinars, highlighting the main themes and key take-aways of the webinar. These reference sheets will also provide links to related reference materials and examples (Texas specific when possible). Staff will initially

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determine which webinars will be the focus of this project. As the project progresses and time allows, the intern will be able to select additional webinars of interest.

- Basic Skills required: Ability to identify the main themes of a recorded webinar and transfer these ideas to written format; ability to clearly and succinctly summarize information; research skills, excellent writing skills; knowledge of museum work is a plus.
- Level of Education: Graduate Student
- Degrees sought: History, education, communications, museum studies, public history, art history, journalism, English, American Studies

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Agency Division: **Communication**

Location: Austin, TX

This department promotes the agency's projects and programs and develops outreach strategies to increase awareness of the agency's mission and purpose. The staff:

- Develops and implements marketing communications campaigns.
- Coordinates public and media relations and staffs the public information office.
- Designs and produces promotional materials such as brochures, invitations, programs, ads, and flyers.
- Produces content and maintains the agency's web site.
- Assists with developing and implementing heritage tourism promotions.
- Plans and executes special events, grand openings, and press conferences.
- Publishes the agency's quarterly newsletter, *The Medallion*.
- Creates information and maintains the agency's social media presence.

Internship Projects available:

- **Editorial Internship** - The Editorial intern will assist the Communication Division's editorial team in writing, editing, researching, fact-checking, and publishing a wide variety of digital and print content. Outlets include the THC's website and Medallion magazine. Responsibilities include administrative support. Selection will be based on the candidate's demonstrated writing ability, familiarity with tech platforms, and interest in/involvement with subject matter.
 - Basic Skills Required: Basic analytical and problem-solving skills, including issue identification and prioritization. Excellent organization and project management skills. Must have some reporting/writing experience (clips are required) Ability to collaborate and achieve results with supervision, including ability to interact professionally with key internal and external stakeholders as needed. Communication skills that come from good listening techniques; a clear, concise writing style; and good verbal skills. Knowledge of AP Style and grammar. Previous experience with blogging and social media platforms preferred. Knowledge of Microsoft Office. Familiarity with photo editing and video editing software a plus. Studies in journalism, writing, English, communications, history, or a related field preferred. Interest in subject matter a plus.
 - Level of Education: Undergraduate or Graduate Student
 - Degrees Sought: ALL

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Agency Division: **Historic Sites**

Location: Austin OR Historic Sites in Texas

This division is responsible for overseeing the agency's 22 historic attractions located throughout the state. Staff members welcome visitors, provide educational opportunities and exhibits, preserve historic structures and artifacts, and work with partner organizations in their communities. The attractions range from Native American ceremonial mounds to grand Victorian mansions to expansive frontier forts.

Internship projects available:

- **Community Partnerships Program: Newsletter, Webpage, and Communications Design** - The Community Partnerships Program provides nonprofit consultation and resources for independent, volunteer-led, nonprofit Friends Group organizations that support THC-owned State Historic Sites. The program also serves as a liaison between the agency and Friend Groups when coordinating agency agreements. This project intern will work with both the Community Partnerships Program Coordinator and the THC-Communications Division's staff to design communication templates that appeal to nonprofit groups while also using agency-approved programs and platforms, as well as the agency's iconography, logos, fonts and color schemes. Project goals include designing a template for a monthly e-newsletter that will be sent to approximately 120 board members of nonprofit Friends Group organizations across the state; building a webpage linked to the Historic Sites Division's website describing the Community Partnerships Program; creating a listserv communications platform; and researching nonprofit resources for future e-newsletter content. This position may include occasional out-of-town travel to meet with Friends Group organizations or to attend special events. May include assistance with the summer Development Seminar. Other duties as assigned.
 - Basic Skills Required: Knowledge of various website and newsletter layout and design programs; familiarity with nonprofit governance helpful but not required.
 - Level of Education: Undergraduate or Graduate Student
 - Degrees Sought: Communications, Nonprofit Studies, Public History, History

The internship projects below are located at historic sites across Texas. Each site has its own website with information on the history, special events, and details for heritage travelers.

State Historic Site: **San Jacinto Battleground**

Location: La Porte, TX

Internship Projects available:

- **Homeschool Programming Intern** – The San Jacinto Battleground wants to create a year-long program for home school families. We see thousands of 4th and 7th graders every year but haven't made inroads into Houston's homeschool community. To address this, we would like to start offering monthly Homeschool Days at the site, with a 9-month curriculum of themed programs that cater to mixed-age homeschool groups. The Homeschool Programming Intern will reach out to homeschool groups in the Houston area to discuss their needs, then create a series of nine themed programs that the site's education staff will offer throughout the year.

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They will also create promotional material to advertise the Homeschool Program to the homeschool community.

- Basic Skills Required: Strong writing, research, and communication skills. Strong organizational, multitasking, and people skills. Ability to work independently. Experience creating lesson/program plans a plus. Knowledge of standard office computer skills including word processing. Basic graphic design skills are a plus.
 - Level of Education: Graduate Student
 - Degrees Sought: Museum Studies, Public History, Education, History
- **Scout Programming Intern** - The San Jacinto Battleground is the ideal location for Cub Scouts to earn their Texas Badge and Girl Scouts to earn their Playing in the Past badge. Our Scout Programming Intern will contact the local scout councils to determine which badges fit within our mission. They will then design both self-guided and staff-led programs to meet the requirements for the badges. They will also design promotional material and contact the local Girl Scout and Boy Scout councils to advertise the programs.
 - Basic Skills Required: Strong writing, research, and communication skills. Strong organizational, multitasking, and people skills. Ability to work independently. Experience creating lesson/program plans a plus. Knowledge of standard office computer skills including word processing. Basic graphic design skills are a plus.
 - Level of Education: Undergraduate or Graduate Student
 - Degrees Sought: Museum Studies, Public History, History, Education

State Historic Site: [Sam Bell Maxey House State Historic Site](#) **Location:** Paris, TX

Internship Projects available:

- **Collections Management** – Examples of work for Collections Management interns are: cataloging and researching the museum collection, taking digital photographs of artifacts, digitizing and creating metadata for the site's archival collection, cleaning artifacts, and data entry of collections records into Re: Discovery Proficio. The Collections Management intern may also assist the Regional Collections Manager with the site's current archives project, which entails organizing the site's paper and ephemeral artifacts according to archival standards, or the site's inventory reconciliation project.
 - Basic Skills Required: Strong writing, research, and communication skills. Strong organizational, multitasking, and people skills. Knowledge of standard office computer skills, including database software and word processing. Ability to work independently or as a team.
 - Level of Education: Graduate
 - Degrees Sought: History, Education, Museum Studies, Public History, Humanities
- **Exhibit Development** - The Sam Bell Maxey House wants to take its mission of educating the public about the life and times of the Maxey family to a new level by adding interpretation to an unusual space: the site's public restroom. The student will create 1-3 exhibits from beginning to end, including concept development, research, text development, and label design, to be placed into the site's public restroom. The topic of the exhibits: the history and use of bathrooms in the late 19th and early 20th centuries. The exhibits are meant to be fun and informative for the visitors in an unexpected space.

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- Basic Skills Required: Strong writing, research, and communication skills. Strong organizational, multitasking, and people skills. Knowledge of standard office computer skills, including database software and word processing. Ability to work independently or as a team.
- Level of Education: Graduate Student
- Degrees Sought: History, Education, Museum Studies, Public History, Humanities

- **Interpretation Intern** – The Interpretation Intern would take on two separate projects during the internship. First, the Sam Bell Maxey House State Historic Site is looking to add options to its everyday tour offerings to better our visitors' experiences on site. Currently, the site offers guided and self-guided tours, but would like to add themed tours and pop-up talks to its interpretive offerings. The Interpretation Intern would, under the guidance of the site manager and educator, develop themed tours and/or pop-up talks. The intern is in charge of researching the topic, synthesizing the information, and turning the information into an engaging story to be told during the themed tour or pop-up talk. Second, the Sam Bell Maxey House wants to add some new characters to its popular Halloween event, "Maxey after Dark." With guidance from the site staff, the intern will be in charge of researching the characters, synthesizing and compiling the information, and creating an information sheet on each character that staff and volunteers will use to bring that character to life during the event. Potential new characters include a Penny Dreadful author and a séance debunker.
 - Basic Skills Required: Strong writing, research, and communication skills. Strong organizational, multitasking, and people skills. Knowledge of standard office computer skills, including database software and word processing. Ability to work independently or as a team. Storytelling, interpretive, and presentation skills a plus.
 - Level of Education: Graduate Student
 - Degrees Sought: History, Museum Studies, Public History, Humanities, Communications, English, Journalism, Theater

- **Marilda's Garden Project** - In its effort to engage visitors while on site and make better use of the historic property, the Sam Bell Maxey House wants to begin using Marilda Maxey's historic, formal garden for interpretive purposes. Using primary and secondary sources, the student will develop a list of historically accurate plants and flowers to be used in Marilda's formal garden that will thrive in North East Texas' soil and weather conditions. From there, the student will assist in developing interpretation, exhibit resources, and educational materials for this portion of the site. Marilda's formal garden has the potential to become a valuable interpretive tool at the site by helping to further tell Marilda Maxey's story, further visitors' understanding of her and the time she lived in, and expand the site's interpretation from solely inside the house museum to outside it as well.
 - Basic Skills Required: Strong writing, research, and communication skills. Strong organizational and people skills. Knowledge of standard office computer skills including word processing. Ability to work independently or as a team. Interpretive and environmental education knowledge preferred but not required.
 - Level of Education: Graduate Student
 - Degrees Sought: History, Education, Museum Studies, Public History, Humanities, Environmental Education, Science Education

- **Podcast Content Producer** – Do you enjoy podcasts in your downtime? Ever thought, "I'd like to try my hand at this" while listening. Well, here is your chance. The Sam Bell Maxey House is looking for a podcast content producer to help research and write scripts for the site's

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podcast “What’s in the Box?” The student will choose interesting artifacts from the site’s collection, research the artifacts to develop a compelling story for listeners, and write the script for three or more podcasts. The student will also assist in the recording and editing phase and the distribution and promotion of the episodes. The student may also develop “bonus” episodes that use the collection in an interesting way, but do not necessarily fall under the main podcast’s format.

- Basic Skills Required: Strong writing, research, and communication skills. Strong organizational, multitasking, and people skills. Knowledge of standard office computer skills including word processing. Ability to work independently or as a team.
 - Level of Education: Undergraduate or Graduate Student
 - Degrees Sought: History, Education, Museum Studies, Public History, Humanities, Communication, Digital Media
- **Research Intern** - The Sam Bell Maxey House wants to know more about Sam Bell Maxey’s time in the United States Senate. The Research Intern will take the lead on this political history research project. The Research Intern will go through 12 years of Congressional Records from the United States Senate, plus other primary and secondary sources as needed, and complete short, well-documented, research papers on: topics that Maxey delivered speeches or commented on during sessions, Maxey’s actions in committees, and Maxey’s votes on historically important bills. The papers will help to fit Maxey into the larger picture of politics at the time. They will be used by staff, volunteers, and future interns to shape future interpretive projects.
 - Basic Skills Required: Strong writing, research, and communication skills. Strong organizational, multitasking, and people skills. Knowledge of standard office computer skills, including database software and word processing. Ability to work independently or as a team.
 - Level of Education: Undergraduate or Graduate Student
 - Degrees Sought: History, Public History, Humanities, Communication, English, Journalism
- **Scout Programming Intern** - The Sam Bell Maxey House wants to engage its local scouting community. The Scout Programming Intern will contact the local Girl Scouts or Boy Scouts early in the internship and discuss which badges have a connection to the site and the needed program elements to earn those badges either on or off site. With these parameters in mind, the intern will develop a corresponding program, or programs, that the site can then promote to the scouting community.
 - Basic Skills Required: Strong writing, research, and communication skills. Strong organizational, multitasking, and people skills. Knowledge of standard office computer skills including word processing. Ability to work independently or as a team.
 - Level of Education: Undergraduate or Graduate Student
 - Degrees Sought: History, Education, Museum Studies, Public History, Humanities
- **Summer Camp Developer** - In its effort to engage new audiences, the Sam Bell Maxey House wants to hold a summer day camp in the future. The Summer Camp Developer Intern will lay the groundwork for the future summer camp. Part of the internship will be spent developing educational activities and lessons for a 5-day long summer camp for children ages 7-11. In addition to creating the activities and lessons, the intern will spend the rest of the internship developing the administrative paperwork and procedures, based on agency and division policies and procedures, to successfully and safely manage and run a summer camp.

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- Basic Skills Required: Strong writing, research, and communication skills. Strong organizational, multitasking, and people skills. Knowledge of standard office computer skills including word processing. Ability to work independently or as a team.
- Level of Education: Graduate Student
- Degrees Sought: History, Education, Museum Studies, Public History, Humanities

Agency Division: Friends of the THC

Location: Austin, TX

This Friends of the Texas Historical Commission (FTHC) is the nonprofit partner to the THC. The FTHC was founded in 1996 to help meet the THC's need for private charitable dollars designated to preserve, protect, promote, and educate citizens about the state's rich heritage. By building public-private partnerships, the FTHC secures funding for THC projects and programs not provided for in the state budget. Additionally, the FTHC provides a means for Texans to become personally involved with preserving Texas' historic places and stories. The FTHC provides critical funding support to the THC in these four programmatic areas: capital support, education programming, and stewardship programming.

- **Fundraising Internship** - The fundraising intern will have the opportunity to engage with and learn from both fundraising and other Texas Historical Commission staff on a variety of projects. The fundraising intern will work directly with the development manager and executive director on database maintenance and donor research/outreach, including foundation prospect research and data management.
 - Basic Skills Required: Excellent oral and written communications skills and attention to detail; experience working with Microsoft Office (Word, Excel, PowerPoint, Publisher); Research experience (preferred); interest in nonprofit management, fund development and historic preservation.
 - Level of Education: Undergraduate or Graduate Student
 - Degrees Sought: Any